

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

Minutes

September 6, 2012

3:30-4:00 p.m.

325 Burruss Hall

Attendance: Kathy Alexander, Carlyle Brewster, Kirsten Buhls (via phone), Christine Fiori, Guru Ghosh, Bilan Jama, Aditya Johri, Reed Kennedy, Jerry Niles, Paulo Polanah (on behalf of Onwubiko Agozino), Llyn Sharp, Susan Short, Bob Smith, Elankumaran Subbiah

Absent: Onwubiko Agozino (sent Paulo Polanah), Andrea Brunais, Peter Callan, Lee Cooper, Jack Davis, Ed Jones, Gary Long, John Provo

1. **Welcome and Introductions**

Christine Fiori welcomed everyone to the Commission on Outreach and International Affairs. Self-introductions were made.

Jerry Niles gave the charge to the commission.

“To study, formulate, and recommend to University Council policies and procedures concerning the engagement of the University in service, outreach, and international affairs. Areas for consideration include: Cooperative Extension, continuing and professional education, economic development including community resource and leadership development; liaison with affiliated corporations and institutes; international programs; and other matters affecting service, outreach, and international affairs. The Commission on Outreach and International Affairs will liaison with the Commission on Undergraduate Studies and Policies with issues regarding study abroad and international exchange programs.”

Jerry discussed the impact of policy work in relation to the long-range plan. The hope is for discussions to include the role of Outreach and International Affairs as it is represented in the long-range plan. The charge includes policy-making as well as bringing to the forefront this organization.

2. **Agenda Approval**

Christine made a call for the approval of the agenda; the agenda was moved to approve; seconded and was approved.

3. **Announcements**

Christine made the call for announcements.

Susan Short announced that Bud Robertson would be at The Inn tonight at 7:30 p.m. to make a presentation called “A Man Called Lincoln” in conjunction with the Morrill Act celebration activities at Virginia Tech.

Llyn Sharp announced a presentation that will also take place tonight at 7:00 p.m. at The Inn entitled, “Did you feel it? Virginia’s 2011 Earthquake”, a review of the earthquakes that occurred in Virginia last year.

Susan also announced that tomorrow evening around the Drillfield after Gobblerfest, there will be presentations and exhibits about the Morrill Act. On Saturday, the Marching Virginians are to perform at the VT versus Austin-Peay game as a nod to the Morrill Act celebrations.

Christine announced that the first meeting for the search committee for the Vice President for Outreach and International Affairs (OIA) will be the end of October. The hope is to get candidates on campus for interviews by spring 2013.

Christine will get the schedule to the Commission; look to February for Candidates to arrive on campus; this is a national search.

Christine will get a search ad to the Commission after October 31st.

4. Approval of Minutes, May 3, 2012

Christine informed the council that the minutes for May 3, 2012 were sent out electronically for updates; were updated accordingly and were sent onto University Council and to the University Governance website.

5. Chairman's Report

Christine discussed the meeting of Commission Chairs which includes the following Commissions: Commission on Administrative and Professional Faculty Affairs, Commission on Equal Opportunity and Diversity; Commission on Faculty Affairs; Commission on Graduate Studies and Policies; Commission on Outreach and International Affairs; Commission on Research; Commission on Staff Policies and Affairs; Commission on Student Affairs; Commission on Undergraduate Studies and Policies; and the Commission on University Support. Some of the items discussed conflict of interest; review courses faster; recruitment and curriculum; research faculty policies and procedures; intellectual policy rates; removing PIs; Promotion and Tenure to full professor.

The minutes from the September 17, 2012 University Council meeting are posted at: <http://www.governance.vt.edu/index.html>, and include the reports from the Commission Chairs in the Agenda.

Christine also discussed the August 7, 2012 Outreach Council meeting in which Accelerate Virginia/Broadband services and test quality and speed of broadband on home computers was discussed; the Center for Student Engagement and Community Partnerships (CSECP) has changed their name to VT Engage: The Community Learning Collaborative; the annual report for Engagement and Inn incentive funds program. Susan Short will get the information for Kim Rhodes to include with the minutes. There are awards up to \$8,000 state funds to bring conferences to The Inn; if folks book now, they need to have their program delivered within two (2) years of booking.

6. Election of Vice-Chair

In reviewing the criteria for Vice-Chair which includes having two (2) more years on the commission and served on the commission for one (1) year prior, only one member present at the meeting fit that criteria. Carlyle Brewster was nominated and seconded; and accepted the nomination. The commission voted unanimously to have Carlyle as the Vice-Chair.

7. Reports

a. Virginia Cooperative Extension (VCE)

As the Agenda reflected, we will hold over this item for the next meeting, Ed Jones was not present to give the update.

b. University Council on International Affairs (UCIA) Meeting

Bob Smith reported on the UCIA meeting held on August 27, 2012. He stated that Jenny Sax and the Education Abroad Office will be on the Drillfield on September 26, 2012; Kim Beisecker reported 800 new international students; 420 undergraduate students; Monika Gibson noted an increase in their area. Internationalization and long-range planning were discussed and how the two will work together. Bob Wilson has left VT under the Humphrey Fellows program, recruiting for his position will begin; David Brady reported that the state department was looking into Iranian students working in the energy field.

8. Commission Board Member Comments

The suggestion to review and revise the criteria for the Alumni Award for Outreach Excellence was made earlier this year in order to increase the nominations. Some of the members received feedback that employees felt nominees had to have been awarded a College Outreach Award in order to be eligible. Christine asked for volunteers to review the current criteria (see attached); Paulo Polanah volunteered to join Christine, Gary Long and Carlyle Brewster on the review committee.

A motion to adjourn was made; seconded and the commission was adjourned.

PROPOSED MEETING DATES FOR 12-13 (subject to approval by Christine Fiori, Chair for 12-13)

(All meetings will be from 3:30-4:30 p.m. and will take place in 325 Burruss except as noted below)

October 18, 2012

November 15, 2012

December 13, 2012

NO JANUARY MEETING

February 21, 2013

March 21, 2013

April 18, 2013

May 9, 2013

Respectfully submitted,

Kim Rhodes

Recording Secretary

Incentive Program Proposal

Photo by Jim Stroup

Program Name: _____

Proposed Program Dates: _____

College(s): _____

Department(s): _____

Faculty Contact Information:

Name: _____

Phone: _____ Email: _____

Name of Continuing and Professional Education Representative: _____

E&G Fund # Where Incentive Funds Should Be Transferred: _____

Proposal Submitted By:

Name: _____

Phone: _____ Email: _____

Description of the Program: In the space below, please provide a description of the program that will be hosted at The Inn at Virginia Tech and Skelton Conference Center (IVTSCC) in partnership with Continuing and Professional Education (CPE). Include the following information and if additional space is needed, use an attachment and limit responses to two pages:

- a. Program content, intended audience, and anticipated number of attendees
- b. Relationship of the program to the university strategic plan
- c. Space proposed or contracted at IVTSCC (include hotel contract)

All requests for incentive funds must be received by Susan E. Short, Associate Vice President for Engagement, by November 15, 2012 at sshort@vt.edu or 540-231-5750 (fax). Funds are limited to \$8,000 total per college but multi-college submissions will be accepted for approval. Funds will be transferred to department accounts once a signed hotel contract is received. The negotiated and signed deadline is February 15, 2013. Programs must occur by June 30, 2014. Primary consideration will be given to proposals that provide a minimum of \$50,000 gross hotel revenue to the Inn and include contracted CPE services.



KEY DATES

- November 15, 2012**
 - Proposal Deadline
- February 15, 2013**
 - Negotiated and Signed Deadline
- June 30, 2014**
 - Program Delivery Deadline

ALUMNI AWARDS FOR OUTREACH EXCELLENCE
Alumni Award for Outreach Excellence (Individual Achievement)
Alumni Award for Outreach Excellence (Team Achievement)

BACKGROUND

The charge to the Commission on Outreach and International Affairs is:

“To study, formulate, and recommend to the University Council policies and procedures concerning the engagement of the University in service, outreach, and international affairs. Areas for consideration include: Cooperative Extension, continuing and professional education; economic development including community resource and leadership development; liaison with affiliated corporations and institutes; international programs; and other matters affecting service, outreach, and international affairs. The Commission on Outreach and International Affairs will liaison with the Commission on Undergraduate Studies and Policies with issues regarding study abroad and international exchange programs.”

To further this charge, the Commission on Outreach and International Affairs, with the support of the Virginia Tech Alumni Association, sponsors an annual awards program entitled “Alumni Awards for Outreach Excellence” including two awards—one for individual accomplishments and one for team accomplishments. The Commission also sponsors an award for each of the eight colleges (for individuals or teams).

PURPOSE, CRITERIA, AND PROCEDURES

1. Purpose:

The alumni awards recognize sustained outstanding contributions of university employees who are engaged in strategic partnerships that enhance the economic and social well-being of individuals, families, businesses, and communities around the commonwealth, the nation, and the world, and enrich and strengthen the university’s discovery and learning missions.

Successful nominees should demonstrate their success with implementing relationships with communities and partners that are: (1) bi-directional and reciprocal; (2) partnership-based (i.e., both parties make investments in and receive benefits from specific projects); and (3) mutually respectful of the strengths and needs of all parties and involved in a regular, healthy exchange of ideas.

Recipients of the Alumni Awards receive \$2,000, a plaque, and are automatically inducted into the Academy of Outreach Excellence. *Detailed information may be found at http://www.outreach.vt.edu/QuickLinks/Awards_and_committees.aspx.*

2. Selection Criteria:

a. The Work: Evidence of excellence in the performance of Outreach programs, including but not limited to innovation, creativity, program results, impacts, leadership, subject matter expertise, and communication skills. The description of the work should highlight its focus, including how it is planned and implemented to deliver coherent content in response to the needs and interest of the target audience. The description of the work should highlight its focus, including how it is planned and implemented to deliver coherent content.

b. Other Requirements:

1. Recipients must be current employees of Virginia Tech for a period of at least three years. Retired faculty are not eligible. 2. Preference will be given to sustained outreach over a period of at least three years, although in exceptional cases, the award may be given for a single piece of outstanding work without regard to time.

The fact that an individual has already received this award will not be a basis for exclusion of consideration for the other outreach award.

NOMINATION GUIDELINES

The applications for the award are to be submitted as nominations. Nominations may come from alumni, students, faculty, department heads, directors, deans, and external clients. Nominations must include the following:

- Nomination letter (not to exceed four (4) pages): The letter should highlight the nominee or nominees' contributions to outreach, including a description of the effort and how it meets the selection criteria. Please be sure to include:
 - Name of nominee(s) and Position/title(s) within the university
 - Describe what the nominee(s) have done that merits recognition, and describe the qualities that make the nominee(s) outstanding. Suggested points that may be covered:
 - Description of the outreach program and activities
 - How the program responds to the current needs and interests of people
 - Subject matter expertise of the nominee(s)
 - Communication methods utilized in the program
 - Evidence of outreach leadership by the nominee(s)
 - Professional (scholarly?) activities by the nominee(s).
- Suggested citation statement for the award announcement (limit of 100 words).
- Two letters of support from constituents served by the nominee's or nominees' outreach activities, not to exceed one page each.
- Documentation as needed to support the nomination.

Submit nomination packet for *Alumni Award for Outreach Excellence--Individual and Team Achievements*.

Nominations must be submitted by 5 p.m. January 24, 2012 using one of the following options below:

1. **PDF format to rhodesk@vt.edu**

OR

2. **Hard copy to:**

Outreach Excellence Awards Selection Committee
Kimberly Rhodes
319 Burruss Hall
Campus Mail 0265